

CONTRACT DATA REQUIREMENTS LIST

(2 Data Items)

Form Approved
OMB No. 0704-0188

The public reporting burden for this collection of information is estimated to average 220 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Please DO NOT RETURN your form to the above address. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.

A. CONTRACT LINE ITEM NO. B. EXHIBIT C. CATEGORY:
TDP _____ TM _____ OTHER _____

D. SYSTEM/ITEM E. CONTRACT/PR NO. F. CONTRACTOR

1. DATA ITEM NO. 2. TITLE OF DATA ITEM 3. SUBTITLE
A001 Letter Status Report

4. AUTHORITY (Data Acquisition Document No.) 5. CONTRACT REFERENCE 6. REQUIRING OFFICE
DI-MGMT-80368 NSWC/CD; Code 2000

7. DD 250 REQ 8. DIST STATEMENT REQUIRED 9. FREQUENCY 10. DATE OF FIRST SUBMISSION 11. AS OF DATE 12. DATE OF SUBSEQUENT SUBMISSION 13. DISTRIBUTION
LT Monthly 30DAC
a. ADDRESSEE b. COPIES
Draft Final
Reg Repro

14. REMARKS
To be provided on or before the 10th day of each month
NSWC/CD
Code 2000
Code 3322
15. TOTAL 2 1

1. DATA ITEM NO. 2. TITLE OF DATA ITEM 3. SUBTITLE
A002 Technical Reports, Technical Documents, Design Reports, etc.

4. AUTHORITY (Data Acquisition Document No.) 5. CONTRACT REFERENCE 6. REQUIRING OFFICE
DI-MISC-80711 CDNSWC Code 2000

7. DD 250 REQ 8. DIST STATEMENT REQUIRED 9. FREQUENCY 10. DATE OF FIRST SUBMISSION 11. AS OF DATE 12. DATE OF SUBSEQUENT SUBMISSION 13. DISTRIBUTION
LT See block 16 Block 16
a. ADDRESSEE b. COPIES
Draft Final
Reg Repro

14. REMARKS
Blocks 4, 10, 14, and 15 specific data requirements shall be specified under separate delivery orders issued under this contract. In addition to the distribution requirements in Block 14, the Contractor shall furnish the cover letter only in transmitting each report to NSWC/CD, Code 3322
See block 16
15. TOTAL

G. PREPARED BY Bernard O'Dell H. DATE 7-24-96 I. APPROVED BY Diane Little J. DATE 7/24/96

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

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18. ESTIMATED TOTAL PRICE

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A. CONTRACT LINE ITEM NO. B. EXHIBIT C. CATEGORY:
TDP _____ TM _____ OTHER _____

D. SYSTEM/ITEM E. CONTRACT/PR NO. F. CONTRACTOR

1. DATA ITEM NO. 2. TITLE OF DATA ITEM 3. SUBTITLE
A003 Letter Status Report

4. AUTHORITY (Data Acquisition Document No.) 5. CONTRACT REFERENCE 6. REQUIRING OFFICE
DI-MGMT-80368 NSWC/CD; Code 2000

7. DD 250 REQ 8. DIST STATEMENT REQUIRED 10. FREQUENCY 12. DATE OF FIRST SUBMISSION 14. DISTRIBUTION
LT Monthly 30 DAC
8. APP CODE 11. AS OF DATE 13. DATE OF SUBSEQUENT SUBMISSION
a. ADDRESSEE b. COPIES
Draft Final
Reg Repro

16. REMARKS
To be provided on or before the 10th day of each month.
Monthly summary of delivery orders issued by the Contracting Officer to include: Delivery Order Number, Short Title, Technical Point of Contact & Code, Total Allocation and Division of Funds among team members (if a team approach is selected), Estimated Labor, Materials, Travel, ODC & Minor Subcontracting Costs, and Balance
NSWC/CD
Code 2000 1 1
Code 3322 1
15. TOTAL 2 1

17. PRICE GROUP

18. ESTIMATED TOTAL PRICE

1. DATA ITEM NO. 2. TITLE OF DATA ITEM 3. SUBTITLE
A004 Letter Status Report

4. AUTHORITY (Data Acquisition Document No.) 5. CONTRACT REFERENCE 6. REQUIRING OFFICE
DI-MGMT-80368 CDNSWC Code 2000

7. DD 250 REQ 8. DIST STATEMENT REQUIRED 10. FREQUENCY 12. DATE OF FIRST SUBMISSION 14. DISTRIBUTION
LT Monthly 30 DAC
8. APP CODE 11. AS OF DATE 13. DATE OF SUBSEQUENT SUBMISSION
a. ADDRESSEE b. COPIES
Draft Final
Reg Repro

16. REMARKS
To be provided on or before the 10th day of each month.
Monthly summary of labor hours by delivery order and labor category, current period and contract to date.
See A003 for address
Code 2000 1
Code 3322 1
15. TOTAL 2

17. PRICE GROUP

18. ESTIMATED TOTAL PRICE

G. PREPARED BY H. DATE I. APPROVED BY J. DATE
Bernard O'Dell 7/24/02 Diane Linde 07/24/02

DATA ITEM DESCRIPTION			Form Approved DMS No. 2704-0100	
2. TITLE STATUS REPORT		1. IDENTIFICATION NUMBER DI-MGMT-80368		
3. DESCRIPTION/PURPOSE 3.1 The Status Report documents the status of contractor effort towards achieving contract objectives. It identifies accomplishments to date and difficulties encountered, and compares the status achieved to planned goals and the resources expended. It is used by the Government to monitor and evaluate contractor performance.				
4. APPROVAL DATE (YYMMDD) 870608	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) Q/T213	6a. DTIC APPLICABLE	6b. DISC APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP 7.1 This data item description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract. 7.2 It is not intended that all the requirements herein should be applied to every program. Portions of this DID are subject to tailoring by deletion depending on the specific status reporting requirements of the project. (Continued on Page 2)				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS		9b. AMSC NUMBER G4130
10. PREPARATION INSTRUCTIONS 10.1 <u>Format</u> . The Status Report may be in contractor format. 10.1.1 <u>Identification</u> . The data indicated below shall be contained on a title page or on the first page of the report. a. Title/identification of the system/component/program/project. b. Type of report (e.g., monthly, interim, final). c. Period covered by the report. d. Contract number. e. Preparing activity or contractor's title. f. Security classification, when required. g. Distribution Statement 10.1.2 <u>Page size</u> . The report shall be on 8 1/2 by 11 inch (metric A4) paper. 10.2 <u>Content</u> . The report shall contain the following: 10.2.1 <u>Summary</u> . The summary shall include a brief statement of the overall project status, covering the accomplished technical activities and development, objectives of efforts, summary results of efforts, identification of major problems/deficiencies with impact, and recommended solutions. 10.2.2 <u>Body of report</u> . The Status Report shall contain the following items, where applicable: (Continued on Page 2)				
11. DISTRIBUTION STATEMENT <u>DISTRIBUTION STATEMENT A</u> : Approved for public release; distribution is unlimited.				

DI-MGMT-80368

Block 7, Application/Interrelationship (Continued)

7.3 This DID is related to DI-FNCL-80331, Funds and Man-Hour Expenditure Report which can be used in conjunction with this report if Block 10 paragraph 10.2.2.3 below is deleted.

7.4 This data item description supersedes DI-A-3004A, DI-A-5008A, DI-A-5028, and DI-E-5039B.

Block 10, Preparation Instructions (Continued)

10.2.2.1 Milestone/task status. The status of each milestone/task as defined by the statement of work or contract, as applicable:

- a. A statement as to whether or not the program/project/task is on schedule; if not, the effort planned to meet the schedule shall be indicated. Include an overall status of each milestone, task, or unit of work. Include updated schedule sheets, milestone charts, or task synopsis sheets identifying phase of task and percentage of completion of each task, technical instruction, or order.
- b. A comparison of achieved end-product performance capabilities projected against contract baseline values, requirements, or allocations.
- c. Effort expended on each task to date, and a brief description of technical developments and accomplishments.
- d. Key dates in any testing program and a description of tests performed and significant test results. If applicable, a description of the amount and type of down time on the equipment or system under test.
- e. A list of all designs completed and a brief description of each item. For designs in process, provide estimated dates for design and drawing completion.
- f. A narrative of outstanding problems existing as of the previous status report, and their resolution status.
- g. New problem areas encountered or anticipated, their effect on the overall work effort/project, and steps being taken to remedy problem situations.
- h. Significant results of conferences, trips, or directives from the Contracting officer's representatives.
- i. Any other information which may cause significant changes in the program schedule.

10.2.2.2 Future plans. Summary of future plans, recommendations and proposals both for the next reporting period and for any long term plans.

10.2.2.3 Itemized man-hours and costs. Itemized man-hour and cost expenditure incurred for the reporting period by category and task, total contractual expenditures, and funds remaining as of the reporting date.

DI-MGMT-80368

Block 10, Preparation Instructions (Continued)

10.2.2.4 Contract deliveries status. The status of each deliverable end item, including data deliveries, as required by the contract. Provide item and contract identification, shipping/transmittal data; acceptance status, security classification, and scheduled due date information.

10.2.2.5 Report preparer. Name of person(s) preparing report and telephone number(s).

10.2.3 Appendices. Appendices, where applicable, for tables, references, charts, or other descriptive material. Each appendix shall be identified and referenced in the appropriate area of the report.

Page 3 of 3 Pages

DATA ITEM DESCRIPTION			Form Approved GSA No. 070	
1. TITLE Scientific and Technical Reports		2. IDENTIFICATION NUMBER DI-MISC -00711		
3. DESCRIPTION/PURPOSE 3.1 Scientific and Technical Reports describe and disseminate to the analytical, scientific and technical community the precise nature and results of analytical studies, research, development, test and evaluation (RDT&E) on an assigned task(s). Scientific and Technical Reports may be definitive for the subject presented, exploratory in nature, or an evaluation of critical subsystem or of technical product.				
4. APPROVAL DATE (YYMMDD) 881202	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) S/DD	6a. DTIC APPLICABLE -X	6b. GIDEP A/C	
7. APPLICATION/INTERRELATIONSHIP 7.1 This DID contains the format requirements and preparation instructions for the information product generated by the specific and discrete task requirement as delineated in the contract. 7.2 This DID is applicable to the organization, preparation and production of technical publications. 7.3 This DID supersedes UDI-S-23272C, DI-S-4037 and DI-S-3591A. 7.4 Defense Technical Information Center (DTIC) Cameron Station Alexandria, VA 22304-6145				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS SF 298	9b. AMSC NUMBER 34578	
10. PREPARATION INSTRUCTIONS 10.1 <u>Reference document.</u> The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendments, notices, or revisions, shall be as specified in the contract. 10.2 Document format shall be in accordance with ANSI Z39.18 Scientific and Tech Reports: Organization, Preparation and Production. 10.3 Document content shall be clearly written, describe accomplishments and other facts adequately and with no technical errors, and be acceptable for release. If Scientific and Technical Reports when sent to DTIC are marked unclassified unlimited they should be accompanied by a letter certifying that they have been cleared for public release and sale; to include foreign nationals.				
11. DISTRIBUTION STATEMENT DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited				